

Department of Public Health
and Human Services

Section:
CASE MANAGEMENT

TANF CASH ASSISTANCE

Subject:
Participation Components

Supersedes: TANF 701-3 (07/01/07); TB -34 (06/25/07);

References: 45 CFR 261.30 - .36 & .70; ARM 37.78.102, .206, .216, .801, .806, .807, .810, .811, and .826; House Bill 555; Deficit Reduction Act of 2005;

GENERAL RULE--Certain individuals who are included in the assistance unit must negotiate, sign, and comply with a Family Investment Agreement and WoRC Employability Plan (FIA/EP) as a condition of eligibility for TANF cash assistance. **See TANF 701-1 for the policy on who must have a FIA/EP.** On the FIA/EP, the individual will be referred to either the WoRC program or Tribal NEW for on going case management.

NOTE: In addition to being referred to either the WoRC program or Tribal NEW, TANF participants are required to accept and maintain employment (MAE component code). Failure to do so, without good cause, results in a sanction (TANF 702-2 702-3 and 1509-1).

BLOCKING OF HOURS

A first partial month referral to WoRC or NEW must be "blocked" (i.e., the Start is the date of referral and the End date is the last day of the application month). Starting with the first full month of participation, the Start date is the first day of the month and the End date is 999999.

ACCEPT AND MAINTAIN EMPLOYMENT

(EMPL Component code: 'MAE')—This component code displays on the FIA/EP of every individual required to have a FIA/EP. This component indicates the participant agrees to accept and/or maintain employment while receiving TANF cash assistance.

► PARTICIPTION INFORMATION

The HCS-710 Brochure, TANF Participation Information, is given to all TANF applicants and is available for applicants to track the hours of employment related activities from application date until the WoRC intake appointment. When attempting to reconstruct activities, this brochure should be used as a tool in the discussion with the participant. (TANF 103-2)

NOTE: The A034 TANF Participation Information notice, which mimics the HCS-710 Booklet, must be sent from TEAMS when a TANF application is registered. This notice is to be sent even if a determination of eligibility has not been completed.

► HOURS NOT

(EMPL Component code: 'HNC')—When a TANF application is pro-rated

COMPLETED

based on the application date, the HNC component may be used to indicate:

1. Hours between the first day of the application month and the application date for individuals referred to Tribal NEW; and
2. Hours between the date of application and the date of the Employability Plan (EP) negotiation with the WoRC Case Manager for individuals referred to WoRC, **provided that allowable work activities cannot be reconstructed.**

The HNC component may be used by either the OPA Case Manager or the WoRC Case Manager as follows:

► HNC--OPA CASE MANAGER

The OPA Case Manager will use the HNC component code for TANF individuals who are referred to Tribal NEW for case management services. The HNC code will account for the time period between the first of the month and the application date.

The use of the HNC code by an OPA Case Manager is limited to the initial month of application.

► HNC—WoRC CASE MANAGER

The WoRC Case Manager will use the HNC component code for TANF individuals who are referred to WoRC for case management services. The HNC code will account for the time period between the first of the month and the date the individual negotiates their Employability Plan (EP) with WoRC, **provided that allowable work activities cannot be reconstructed.**

The use of the HNC code by a WoRC Case Manager is limited to the first two (2) months of benefits. It will be used in the second month if engagement with the WoRC Case Manager does not occur in the initial application month.

► HNC EXAMPLES:

Example 1: Mom and 2 children, ages 2 and 4, apply for TANF on 2/7/08. Mom takes advantage of the same day interview, negotiates her Family Investment Agreement (FIA) and is referred to WoRC that day. The OPA Case Manager would enter a WRC component on EMPL with a start date of 2/7/08 and an end date of 2/29/08. They would also enter a WRC component with a start date of 3/1/08 and an end date of 999999.

Mom meets with her WoRC Case Manager on 2/8/08 and negotiates her Employability Plan (EP) that day. In conversation with Mom, the WoRC Case Manager identifies that Mom had completed 16 hours of job search between 2/1/08 and 2/8/08. The WoRC Case Manager would enter the

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following on EMPL to cover the time period between the first of the month and the date the EP was negotiated:

JBS	2/1/08 through 2/8/08	16 hours
HNC	2/1/08 through 2/8/08	11 hours

(This will account for the 27 hours of participation between the first of the month and the date Mom negotiated her EP.)

The remainder of the activities and hours will be negotiated between Mom and the WoRC Case Manager.



Example 2: Dad and 1 child, age 14, apply for TANF on 3/17/08. Dad does not take advantage of the same day interview. The OPA Case Manager sends the A032 "TANF Interview Scheduled" notice and the A034 "TANF Participation Information" notice off TEAMS on 3/18/08. Dad completes the interview with the OPA on 3/21/08 and is referred to Tribal NEW for case management services. The OPA Case Manager would enter the following on EMPL:

HNC	3/1/08 through 3/17/08	81 hours
NEW	start and end dates are automatically set by TEAMS	



Example 3: Mom and 3 children, ages 7, 9 and 11, apply for TANF on 1/28/08. Mom takes advantage of the same day interview and is referred to WoRC that same day. The OPA Case Manager would enter a WRC component on EMPL with a start date of 1/28/08 and an end date of 1/31/08. They would also enter a WRC component with a start date of 2/1/08 and an end date of 999999.

Mom does not meet with her WoRC Case Manager until 2/04/08. She negotiates her EP that day. Mom provides the HCS-710 booklet to her case manager; however there are no allowable activities that can be reconstructed. The WoRC Case Manager would enter the following on EMPL for the benefit month of 01/08:

HNC	1/1/08 through 1/31/08	132 hours
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The WoRC Case Manager would enter the following on EMPL for the benefit month of 02/08:

HNC	2/1/08 through 2/4/08	33 hours
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Other negotiated activities for the month of 02/08.

► **HNC HOURS/**

TEAMS has been programmed to prevent the entry of excessive

EDITS

negotiated hours for the HNC component, depending on the number of hours the individual is required to participate in allowable work activities. (See TANF 701-2)

This chart is intended as a guide and illustrates the maximum number of hours that could be attributed to the HNC component. It does not mean that full hours must always be attributed to the HNC component.

The chart below outlines the edits:

Application Date	108 Hours Required	132 Hours Required
1st thru 7 th	27	33
8th thru 14 th	54	66
15th thru 21 st	81	99
22nd thru 30 th	108	132

WORC READINESS ACTIVITY (WoRC)

(EMPL component code: 'WRC')—This component is a referral to the Work Readiness Component (WoRC) Case Manager.

NOTE: The WoRC program in the service county will be responsible for case management when the case is being maintained by an OPA other than the participant's county of residence.

The WoRC Case Manager provides case management services for the activities of the participants. The Eligibility Case Manager and the WoRC Case Manager coordinate their efforts to best serve participants.

WoRC referrals occur via electronic transfer through the TEAMS computer system by using the 'WRC' component code on the EMPL screen.

► WRC START DATE

The start date of the WRC component on the EMPL screen will be the date the individual negotiates their Family Investment Agreement (FIA) with the OPA Case Manager and is referred to the WoRC program for case management services. (TANF 103-5)

TRIBAL NATIVE EMPLOYMENT WORKS (NEW)

(EMPL component code: 'NEW')--Participants who are enrolled tribal members residing on the reservation will be referred to NEW in accordance with agreements in place in that county. Participants must be informed and understand that they could also be referred to the WoRC program. Once an option is chosen, the participant needs to sign the Request to Participate form (HCS-778).

- **NOTE:** Currently, Tribal NEW may serve participants in Roosevelt, Valley, Sheridan, Daniels, Big Horn, Rosebud, Pondera and Glacier counties.
- EMPLOYMENT AND TRAINING ACTIVITIES** The focus of employment and training activities is to assist the family in becoming self-supporting through immediate employment opportunities or finding alternatives to public assistance.
- **COMPONENTS COUNTED TOWARD PARTICIPATION** There are a limited number of activities (components) available to meet the Federal TANF participation requirements. Below are the allowed activities (components).
- Components are designated as either primary or secondary and are limited in the number of hours an individual may participate in the component, depending on household composition (TANF 701-2).
- 1. **Primary** components must account for the following:
- **at least 23** hours per week for each adult in a single parent household with no child under the age of six;
 - **at least 25** hours per week for each adult in a single parent household with a child under the age of six;
- NOTE:** These individuals have a higher number of hours required in primary components based on federal regulation.
- **at least 28** hours per week for each adult in a two-parent household, regardless of the age of the children.
- 2. **Secondary** components may be scheduled for the hours above the primary components. For single parent households, the secondary hours are limited to no more than 10 hours per week. For two parent households, the secondary hours are limited to 5 hours per week for each adult.
- INCARCERATED INDIVIDUALS** Individuals who are incarcerated are not available to accept and maintain employment. Therefore, activities they may participate in during their incarceration are not countable work activities.
- NOTE:** Even though some jails offer internet access, etc., which may allow the individual to complete job search, etc., activities performed while incarcerated are not allowable work activities.
- NOTE:** Incarcerated individuals who are absent from the home and who will not be returning to the home before the next month's

benefits are issued are not considered temporarily absent and must be removed from the household. (TANF 302-1)

See TANF 701-4 "WoRC Participation, Documentation and Reconciliation" for information on reconciling hours of work activities.

EMPLOYMENT

(Component code: 'EMP')--Employment is considered a **primary** component. The employment component includes part-time or full-time paid work and self employment. If a participant is engaged in **any** paid employment, the hours must be counted.

NOTE: During the first month of self-employment start up (no income) hours associated with the self-employment are coded JBS. After the first month of self-employment start up, the number of participation hours allowed is the net income (gross income minus allowable business expenses) divided by **federal** minimum wage.

► WORK EXPERIENCE

(Component code: 'WEX')--Work Experience is considered a **primary** component. The work experience component is limited to the WEX matching process and/or actual WEX placement.

► WEX MATCHING

The WEX matching process is limited to four (4) consecutive weeks of activities designed to "match" a participant to a specific WEX placement site. The needs of the WEX site, including background checks required for site placements involving children, elderly and disabled, and the employability needs of the participant will be considered for placement purposes. During the WEX matching process, the participant will have the opportunity to prepare themselves for placement at the specific WEX site and to ensure the placement will be successful. (For more information please see the WoRC Guidelines.)

► WEX PLACEMENT

A WEX placement is a formal job site experience and training, established to develop or enhance the participant's basic work habits and/or improve specific work skills. WEX placement has a formal signed agreement between the WoRC program and the sponsor (employer). Worker's Compensation is covered by the State. A WEX placement is designed to:

1. enhance, expand, and improve the participant's training history;
2. provide meaningful on-site training for those participants with little or no work history;
3. provide an avenue for participants to earn a current performance recommendation; and
4. provide participants with the skills to balance demands of home and out of home schedules.

On-site training assignments will not exceed 8 hours/day or 40 hours/week. Sites may include the private, public or governmental sector.

Background Checks: Participants are subject to a background check when a WEX placement involves a site where children, the disabled or the elderly are present and interaction with these individuals is part of the participants' duties. Out of state participants may be subject to providing their fingerprints to verify background. A cooperative agreement has been set up with the Attorney General's office as to the procedure and parameters that must be met.

Worker Displacement: There must be NO displacement of existing workers to allow the employer to accept a TANF cash assistance participant (trainee) nor can the employer derive any immediate advantage from the trainee's participation. Non displacement must be established in WEX sites or Internship sites prior to placement. However, an adult participant may fill a vacant position in order to engage in a work activity such as a position needed to meet new production demands, filling temporary needs, opening new businesses, successor ownership of a business, etc. There must be NO intentional lay offs or termination of workers to create a position.

Sites will not be approved for participation if any one of the following situations exists:

1. When any other individual is on layoff from the same or any substantially equivalent job; or
2. The employer has terminated the employment of any regular employee or otherwise caused an involuntary reduction of its workforce in order to fill the vacancy so created; or
3. The site is in a strike or pre-strike status; or
4. This placement will violate an existing contract for services or a collective bargaining agreement, and will violate a collective bargaining agreement without written concurrence of the labor organization.

Grievance Procedure: A grievance procedure to resolve complaints of alleged violations of the displacement rule will be available to current employees of a work site who believe a work placement violated the displacement rule.

Workers' Compensation: Participants in a WEX site are offered Worker's Compensation coverage. Premiums and benefits are based upon the

wage that a probationary employee is paid for work of a similar nature at the assigned work site.

JOB SEARCH JOB READINESS ACTIVITIES

(Component code: 'JBS')--Job search /Job Readiness assistance is considered a **primary** component. Job search/Job Readiness assistance includes but is not limited to:

1. completing and submitting job applications;
2. completing resumes or master applications;
3. life skills training classes; and
4. substance abuse treatment, mental health treatment or rehabilitation activities for those who are otherwise employable. Such treatment must have been deemed necessary by a qualified medical or mental health professional.



NOTE:

A qualified medical professional is defined as an individual who is currently licensed in the State of Montana and is practicing within their field of expertise. The medical professional may not be currently suspended from providing health care services and must be presently involved in the treatment of the participant.

Job search **cannot exceed** twelve weeks in a federal fiscal year and cannot be scheduled for more than four consecutive weeks. The federal fiscal year is October through September.

VOCATIONAL EDUCATIONAL TRAINING

(Component code: 'STT')--Vocational educational training is considered a **primary** component and includes any organized education or training beyond a high school degree that leads to a certificate or degree. Vocational and post secondary education up to an Associate's Degree provides the participant with additional skills, proficiencies, and technical ability that solidifies his/her job readiness into an emerging occupation.

A participant cannot be given credit for more than 12-months in a lifetime of participation in vocational educational training starting with January 1, 2004.

NOTE:

Education leading to a baccalaureate or advanced degree is not an allowable activity.

**COMMUNITY
SERVICE**

(Component code: 'CSP')-- Community service is considered a **primary** component. Community service includes any hours the participant volunteers in a recognized volunteer position in public or nonprofit organizations that is a direct benefit to the community.

Volunteering is an opportunity for the participant to share their experiences, wisdom, skills, or in general make a significant and purposeful contribution to his/her community.

Expected outcomes may include career contacts or knowledge of work place culture.

This position is typically with a non-profit organization or a for-profit business that provides service for the public good. This is generally a short term activity with few hours assigned, and may be used to fulfill hour requirements if either EMP or WEX does not meet the needed total for primary activities.

The participant is responsible for locating and making arrangements with the volunteer site. The participant establishes the days, hours, tasks, etc. The actual hours of volunteer work must be verified on a weekly time sheet by an individual connected with the organization.

**JOB SKILLS
TRAINING
DIRECTLY
RELATED TO
EMPLOYMENT**

(Component code: 'JST')--Job skills training directly related to employment is considered a **secondary** component. Job skills training directly related to employment may include but is not limited to:

1. computer classes needed for a specific occupation or employment;
2. customized training to meet the needs of a specific employer; and
3. language or literacy instruction which is focused on skills needed for employment.

**EDUCATIONAL
ACTIVITIES
FOR INDIVIDUALS
WITHOUT A HS
DIPLOMA OR GED**

(Component code: 'ABE' for individuals age 20 or over and 'HSE' for individuals under age 20). "Education Directly Related to Employment" and "Satisfactory Attendance at a Secondary School or in a Course of Study leading to a GED" is allowed **only** for individuals who **do not** have a high school diploma or GED. It is considered:

a **primary** component for individuals who are **under age 20**.

a **secondary** component for individuals who are **20 years or older**.

Examples of educational activities include but are not limited to:

1. GED class time;
2. basic and remedial education to provide participant with brush up skills as needed for employment;
3. English proficiency for participants unable to understand, read, speak, or write well enough to allow employment commensurate with participant's employment goal;
4. attending high school or alternative high school; and
5. attending GED preparation courses.



NOTE: Unmarried teen parents without a diploma or GED must participate in educational activities directed toward the attainment of a high school diploma or GED **or** an alternative educational or training program that has been approved by the State, unless the participant and WoRC Case Manager negotiate other allowable work activities.

NOTE: Unsupervised study time is not an allowable activity.

**► NOT
PARTICIPATING/
INCAPACITATED**

(Component code: 'NPI')--Not Participating Incapacitated is to be used when an individual has been declared totally incapacitated (specifically bed rest or hospitalization) by a qualified medical professional involved in the treatment of the individual and the incapacity results in the inability to participate in any type of activity excluding medical appointments that are directly tied to the incapacity.



NOTE: A qualified medical professional is defined as an individual who is currently licensed in the State of Montana and is practicing within their field of expertise. The individual may not be currently suspended from providing health care services.

NOTE: The "qualified medical professional" may include an LCPC or chiropractor. However, we will be monitoring the completeness of the information provided by licensed professionals and patterns of blanket "incapacity" statements. We may request a second opinion if appropriate.

This component is limited as follows:

1. Must be supported by a statement from a qualified medical professional involved in the treatment of the individual;
2. Must be approved by the WoRC Monitor;
3. Must be reviewed on a monthly basis; and
4. May not be used on extended benefit cases.

The participant is required to maintain bi-weekly contact with the WoRC Case Manager.

A TEAMS case note outlining the use and approval of the NPI code must be entered by the WoRC Case Manager.

► ACCOMMODATIONS

If the WoRC Case Manager receives a statement from a qualified medical professional involved in the treatment of the individual; an HCS-207 "Request for Work Capabilities" form; or an HCS-206 "Request for Mental Health and Cognitive Impairment Information" form which indicates an individual has a limited condition (either physical or mental) but is able to participate in activities with accommodations for fewer than the required hours, the following steps must be taken:

1. All efforts must be made to provide accommodations for the individual to allow participation to the best of his/her abilities;
2. The individual is required to participate for the number of hours specified by the qualified medical professional;

NOTE: If the individual fails to participate for the number of hours specified, and good cause is not established, a sanction would be recommended.

NOTE: If the individual has participated to the extent they are capable, according to the qualified medical professional, but does not meet the federally required hours, a sanction will not be recommended.

3. The WoRC Monitor must be involved in establishing the Employability Plan (EP) for the individual and/or be aware of the accommodations made;
4. The EP must have full hours scheduled to meet the minimum hours edits on TEAMS to allow for authorization, however the component

description should read, "Due to accommodation needs, only XXX hours required"; and

5. The EP must be reviewed on a monthly basis.

EXTENDED BENEFITS/ INCAPACITATED

(Component code: 'EBI')--Extended Benefits/Incapacitated is to be used when an individual meets the criteria for extended benefits and the activities they are participating in do not meet any of the allowable work activities above. This component is limited as follows:

1. Must be approved by Central Office as part of the approval for extended benefits; and;
2. Can only be used on an extended benefit case.

► NEEDED IN HOME

(Component code: 'NIH')--Needed in the Home is to be used when a TANF participant, who is a parent of a minor child in the household, is needed in the home to care for a temporarily or permanently disabled child or family member (who is of any age but is within the 5th degree of kinship) who is living in the home and who is not attending school on a full-time basis (6 hours per day). This component is limited as follows:

- 1. Must be supported by a statement from a qualified medical professional who is currently involved in the treatment of the disabled individual stating that the person needing care is temporarily or permanently disabled;
- **NOTE:** If the statement indicates the individual is temporarily disabled, it must include a date of when the temporary disability is expected to end.
- 2. The statement must indicate that the TANF participant is needed in the home to care for the disabled individual;
3. Must be approved by a WoRC Monitor;
4. Must be reviewed at least quarterly by supervisor and monitor; and
- 5. The participant is required to maintain bi-weekly (or as deemed practical for the specific situation) contact with the WoRC Case Manager.

A TEAMS case note outlining the use and approval of the NIH code must be entered by WoRC Case Manager.

**NEW PARENT
WORK
ACTIVITY**

(Component code: 'BOB')—Birth of Baby is to be used to indicate a TANF participant who has chosen the "New Parent" activity in place of or in conjunction with other allowable work activities.

NOTE: If the participant chooses to participate in other allowable work activities in conjunction with or in place of the new parent activity, they will be held to the requirement to participate fully in the other negotiated work activities or face sanction.

The participant must meet the following criteria to be eligible to choose the "new parent" activity:

1. The participant must be the natural or adoptive parent of the newborn;
2. The participant must be identified as a single parent household on TEAMS (federal regulation);
3. The participant must reside with the newborn.

The participant must sign the HCS-711 "New Parent" Participation Agreement to Participate form indicating their choice of participation with the WoRC Case Manager.

Use of the BOB component code is limited as follows:

1. The newborn child must be coded "IN", "DQ", "SC" or "TR" on SEPA;
2. The newborn child must be under three months of age in the benefit month the code is being used for (not including the month the child turns three months);
3. The participant for whom the BOB component is being used must be tied to the newborn child on PACR; and
4. The code is limited to 12 months in a participant's lifetime. (This limit is currently manually tracked by the WoRC Case Manager.)

A TEAMS case note outlining the use of the BOB code must be entered by the WoRC Case Manager.

**NO CHILD
CARE/LONG TERM**

(Component code: 'NCC')--This component is to be used when a TANF participant is unable to locate long term child care, through no fault of their own. This component is limited as follows:

1. Must be supported by a statement from the local Resource and Referral Agency supporting the lack of appropriate long-term child care;
2. There must be a child under the age of six (including the month they turn six) in the household;
3. Must be approved by a WoRC Monitor; and
4. Must be reviewed at least quarterly by supervisor and monitor.

NOTE: If a household uses child care services from anyone, including family members, for other things such as grocery shopping, attending community events, or for appointments, the no child care (NCC) code is not available for use.

A TEAMS case note outlining the use and approval of the NCC code must be entered by the WoRC Case Manager.

► FAIR HEARING PENDING

(Component code: 'FHP')--This component may only be used by the Eligibility Case Manager and **only** if the participant requests a Fair Hearing and continued benefits during a sanction penalty month or an ineligibility period due to imposition of a second or subsequent sanction. Continued benefits cannot be issued when the issue is the lack of a FIA/EP or WoRC engagement. (TANF 702-4)

► The use of this component code is limited to a one month span. In order to receive TANF cash assistance following the receipt of continued benefits during a sanction penalty month or a one month ineligibility period, a new FIA/EP must be negotiated. This information is included on the A502 "CONT BENEFITS PENDING HEARING" notice.

► The household may use the FHP component code and receive **one month** of continued benefits during a three (3) or six (6) month ineligibility period. If they receive one month of continued benefits, it will count as month '1' in the ineligibility period, however the remaining months of the ineligibility period must be served, prior to being eligible for TANF cash assistance. The household must make application for TANF cash assistance following the ineligibility period. (TANF 702-4)

NOTE: In order to use the FHP component code on the FIA/EP, the sanction must be lifted from the participant. If the sanction is subsequently upheld during the fair hearing process, TEAMS will not allow the sanction to be input "retroactively", however the sanction will count toward the participant. In these situations, the Eligibility Case Manager must enter a

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TEAMS case note titled "Sanction #XX Fair Hearing Upheld".

**PARENTS AS
SCHOLARS**

(Component Code: 'PAS')—Parents as Scholars is used only for participants approved to participate in the Parents as Scholars program. Participation in this program is currently on hold. See Section 701-3(a).

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